

WIN FRIENDS **BE A BELOVED** **LEADER**

30 QUALITIES BACKED BY HADEETH

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Win Friends Be a Beloved Leader

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INTRODUCTION

Welcome to the inspiring journey of becoming a person who not only wins friends but also becomes a beloved leader. In this book, we will explore the transformative qualities and principles that can help you cultivate meaningful friendships and relationships and leave a lasting positive impact on those around you.

In today's fast-paced and interconnected world, the ability to connect with others and lead with compassion and empathy has never been more crucial. The desire to be respected, loved, and influential is inherent in all of us, and this book is designed to guide you on that path.

Throughout these pages, we will delve into thirty essential qualities that will empower you to build genuine connections, inspire others, and become a beloved leader. These qualities are based on timeless wisdom, encompassing insights from various fields of personal development, psychology, and the profound teachings of Islam.

With each quality, we will explore the philosophy behind it, drawing on real-life examples and practical strategies to help you integrate these principles into your daily life. Additionally, we will incorporate references to the Hadiths (sayings and actions of Prophet Muhammad, peace be upon him) and the Quranic verses to provide a holistic

approach that aligns with Islamic teachings.

Whether you are seeking personal growth, striving to be a positive influence in your community, or aspiring to lead with integrity and authenticity, this book is designed to support you on your journey. It is a roadmap to becoming the best version of yourself and leaving a positive impact on the lives of those around you.

As you embark on this transformative exploration, I encourage you to approach each quality with an open mind and a willingness to introspect. Embrace the principles shared within these pages and apply them in your daily life, for it is through practice and consistent effort that we can truly embody these qualities and experience their profound effects. Now, let us embark on this transformative journey together, as we uncover the thirty qualities that will empower you to win friends, become a beloved leader, and make a positive difference in the world.

01. Who can benefit from this book and how?

I have listed 30 habits or qualities that will make you a beloved friend and leader in your friend circle and in any society. These habits or qualities can help you build strong, lasting relationships with others and win friends. Remember to be authentic, kind, and genuine, and you'll be well on your way

to building meaningful connections with others.

Who: The book "Win Friends, Be a Beloved Leader" can be an incredibly valuable resource for anyone who wants to improve their social skills and leadership abilities. It provides practical advice and strategies for building meaningful relationships, fostering strong teamwork, and inspiring others to follow your lead. This book is particularly useful for individuals who want to excel in their personal and professional lives, including managers, executives, entrepreneurs, and anyone who interacts with others on a regular basis. Whether you are looking to improve your communication skills, build a stronger network, or lead your team to success, this book has something to offer.

How: To get the most out of this book, it is important to approach it with an open mind and a willingness to learn. Take the time to reflect on your current social skills and leadership abilities and identify areas where you could use some improvement. Then, use the strategies outlined in the book to develop new habits and behaviors that will help you achieve your goals.

It is also important to remember that building strong relationships and becoming an effective leader is a lifelong process. While the tips and techniques outlined in the book can be incredibly valuable, they are not a one-size-fits-all solution.

You will need to adapt and adjust them to suit your unique situation and personality.

Overall, if you are looking to build meaningful relationships, become a more effective leader, and achieve greater success in your personal and professional life, "Win Friends, Be a Beloved Leader" is worth reading.

02. What is a hadeeth/hadith?

A Hadeeth is a saying, action, or approval attributed to Prophet Muhammed (peace be upon him). It is one of the primary sources of Islamic teachings, along with the Quran. The Hadeeths provide Muslims with guidance on how to live their lives in accordance with the teachings of Islam, covering a wide range of topics, such as faith, worship, morality, social etiquette, and legal matters.

The collection and authentication of Hadeeths is an important field of Islamic scholarship, and the most authentic Hadeeth collections are Sahih Bukhari, Sahih Muslim, Sunan Abu Dawud, Sunan Ibn Majah, and Jami at-Tirmidhi etc.

Below is a list of some important Hadeeth books in Sunni Islam with a brief introduction to each:

Sahih al-Bukhari: Considered the most authentic Hadeeth book, compiled by Imam Bukhari (d. 870 CE) based on the strictest standards of Hadeeth

authentication. It contains around 7,275 Hadeeths.

Sahih Muslim: Compiled by Imam Muslim (d. 875 CE), it is considered the second most authentic Hadeeth book. It contains around 12,000 Hadeeths.

Sunan Abu Dawud: Compiled by Abu Dawud (d. 888 CE), it contains around 4,800 Hadeeths. Abu Dawud collected only those Hadeeths that were not already included in the previous two books.

Jami' at-Tirmidhi: Compiled by Tirmidhi (d. 892 CE), it contains around 3,956 Hadeeths. Tirmidhi collected only those Hadeeths that he considered reliable and relevant.

Sunan an-Nasa'i: Compiled by an-Nasa'i (d. 915 CE), it contains around 5,761 Hadeeths. An-Nasa'i's collection is known for its focus on legal issues and jurisprudence.

Muwatta Imam Malik: Compiled by Malik ibn Anas (d. 795 CE), it is one of the earliest Hadeeth collections and is known for its emphasis on the practices of the people of Medina during the time of the Prophet Muhammed (peace be upon him). It contains around 1,720 Hadeeths.

Sunan Ibn Majah: Compiled by Ibn Majah (d. 887 CE), it contains around 4,000 Hadeeths. Ibn Majah collected Hadeeths from various sources, including

the previous six books.

It is worth noting that there are other Hadeeth books as well, and their authenticity and reliability are subject to debate among scholars. However, these seven books are generally considered the most authoritative and widely accepted among Sunni Muslims.

03. What is the science of hadeeth?

The Science of Hadeeth, also known as 'Ulum al-Hadeeth' in Arabic, is a discipline of Islamic studies that deals with the methodology and principles used for the authentication, evaluation, and interpretation of Hadeeths (the recorded sayings and actions of Prophet Muhammed peace be upon him). It is an essential field of Islamic scholarship that is dedicated to preserving and transmitting the prophetic traditions, which play a vital role in understanding and practicing Islam.

The Science of Hadeeth is based on a rigorous process of verification and authentication, which involves examining the chain of narrators (the isnad) and the content (the Matn) of each Hadeeth to determine its authenticity and reliability. This process involves studying the biographical information of the narrators, their level of integrity, their memory, and their knowledge of Islam. The authenticity of a Hadeeth is also evaluated based on its conformity with the Quran and other

established Hadeeths, as well as its coherence with the principles of Islamic jurisprudence.

The Science of Hadeeth has a long and rich history, and many scholars have contributed to its development over the centuries. Some of the most significant figures in this field include Imam Bukhari, Imam Muslim, Imam Abu Dawud, Imam Tirmidhi, Imam Ibn Majah, Imam Malik, and Imam Ahmad bin Hanbal, among others. These scholars compiled and documented thousands of Hadeeths and developed sophisticated methodologies for their authentication and interpretation.

The Science of Hadeeth is crucial for understanding the Prophetic traditions and their role in Islamic jurisprudence. It provides a framework for distinguishing authentic Hadeeths from unreliable ones and helps ensure that the prophetic traditions are transmitted accurately and preserved for future generations. Additionally, the Science of Hadeeth serves as a vital source of Islamic knowledge and ethics, providing guidance and inspiration for Muslims around the world.

The Science of Hadeeth is a vital discipline of Islamic studies that deals with the authentication, evaluation, and interpretation of the Prophetic traditions. It is based on a rigorous process of verification and authentication, and it plays a critical role in preserving and transmitting the

prophetic traditions, as well as providing guidance and inspiration for Muslims around the world.

THIRTY QUALITIES TO WIN FRIENDS BE A BELOVED LEADER

By practicing following 30 habits, one can significantly improve their ability to win friends, be a beloved leader and maintain meaningful relationships. By being genuinely interested in others, smiling often, remembering names, listening actively, avoiding self-centeredness and selfishness, and exhibiting other positive traits, one can cultivate a friendly and welcoming persona that attracts others towards them.

01. Don't gossip or spread rumors

PHILOSOPHY:

Gossiping and spreading rumors can have serious negative consequences on individuals and relationships. It can damage reputations, create misunderstandings, and harm trust. The philosophy behind avoiding gossip and rumors is rooted in the importance of respecting others and their privacy, being honest, and promoting positive communication.

EXAMPLES:

1. Instead of spreading rumors or engaging in gossip, we can choose to focus on positive and productive conversations. This can involve discussing shared interests, supporting others, and building each other up rather than tearing each other down.
2. If we hear a rumor or gossip, we can choose not to pass it along and instead seek out the truth of the matter. This can involve asking the person directly or doing research to verify the information before taking any action.
3. We can choose to practice the Islamic values of honesty, respect, and kindness in all of our interactions with others. By avoiding gossip and rumors, we can build strong, trustworthy relationships based on mutual respect and understanding.

ISLAMIC POINT OF VIEW:

Gossip and rumor-spreading are sins in Islam that can cause great harm to ourselves and others. By refraining from these behaviors, we can earn the rewards of Allaah Almighty, The God of Abraham and create a more positive and supportive environment and win friends and become a beloved leader.

The act of gossiping or spreading rumors is considered a grave sin. It is a behavior that harms both the individual who spreads the rumors and

the one who is targeted by them. Gossip and rumors can ruin reputations, destroy relationships, and create a toxic atmosphere of mistrust and suspicion.

Allaah Almighty, The God of Abraham says in the Quran: "O you who have believed, avoid much [negative] assumption. Indeed, some assumptions are sins. And do not spy or backbite each other. Would one of you like to eat the flesh of his brother when dead? You would detest it. And fear Allaah ; indeed, Allaah is Accepting of repentance and Merciful." (Quran 49:12). This verse makes it clear that Allaah Almighty, The God of Abraham prohibits negative assumptions, spying, and backbiting. Backbiting refers to speaking ill of someone in their absence. This is a form of gossip and is strictly prohibited in Islam.

Prophet Muhammad Peace and blessings of Allaah be upon him said: "The worst of the people before Allaah on the Day of Resurrection will be the double-faced person who appears to some people with one face and to others with another face." (Taken from the book of Sahih Muslim)

This hadeeth highlights the severity of hypocrisy and deceit, which often leads to gossip and rumor-spreading. A person who engages in this behavior is considered untrustworthy and dishonest.

On the other hand, refraining from gossip and rumor-spreading has great rewards in Islam. Prophet Muhammad Peace and blessings of Allaah Almighty be upon him said: "Whoever believes in Allaah and the Last Day should say good things or keep silent." (Taken from the book of Sahih Bukhari)

This hadeeth encourages us to only speak good things or remain silent. By doing so, we avoid engaging in harmful behavior and protect ourselves and others from the negative consequences of gossip and rumors.

CONCLUSION:

Refraining from gossip and rumor-spreading can lead to increased trust and respect in our relationships with others. When we are known for our honesty and integrity, people are more likely to confide in us and seek our advice. This can strengthen our relationships and help us to build a more positive and supportive community and help us win friends and become a beloved leader.

02. Don't criticize, condemn, or complain

PHILOSOPHY:

The philosophy behind this point is that criticizing, condemning, and complaining can be harmful and

unproductive, and can damage relationships. Instead, we should strive to be constructive and positive in our interactions with others and focus on finding solutions rather than dwelling on problems.

EXAMPLES:

1. Instead of criticizing someone for a mistake they made, we can offer constructive feedback and suggest ways to improve in the future. This can help them to learn and grow, without feeling attacked or discouraged.
2. Rather than condemning someone for their actions or beliefs, we can seek to understand their perspective and engage in respectful dialogue. This can help to build bridges and promote mutual respect, even if we don't agree on everything.
3. When faced with a challenging situation, we can choose to focus on finding solutions rather than complaining about the problem. By adopting a positive and proactive mindset, we can work towards a better outcome and inspire others to do the same.

ISLAMIC POINT OF VIEW:

The act of criticizing, condemning, or complaining is generally discouraged as it can cause harm to others and create negativity in society. The Prophet

Muhammad (Peace Be Upon Him) taught his followers to be kind and gentle in their interactions with others, to avoid hurting anyone's feelings, and to always seek to improve themselves instead of focusing on the faults of others. By following the teachings of prophet Muhammed (Peace Be Upon Him) we can easily win friends and become leaders.

One of the primary reasons why criticizing, condemning, or complaining is discouraged in Islam is that it can cause harm to others. The Prophet Muhammad (Peace Be Upon Him) said, "A Muslim is one from whose tongue and hand others are safe." (taken from the book of Sahih al-Bukhari, Hadeeth number 12.) This means that a true Muslim should not harm others with their words or actions and should always seek to bring goodness and benefit to those around them.

Additionally, criticizing, condemning, or complaining can create negativity and division in society. The Quran encourages Muslims to be patient, forgiving, and compassionate towards others, even if they are in the wrong. Allaah the God Almighty says in the Quran, "And if you forgive and overlook, then Allaah is Forgiving and Merciful" (Surah Al-Maidah, verse 13). This verse teaches us to be forgiving and merciful towards others, and to avoid creating conflicts or divisions in society.

Moreover, criticizing, condemning, or complaining can lead to a negative mindset and prevent a person from being grateful for the blessings they have. Allaah Almighty the God of Abraham says in the Quran, "And [remember] when your Lord proclaimed, 'If you are grateful, I will surely increase you [in favor]; but if you deny, indeed, My punishment is severe'" (Surah Ibrahim, verse 7). This verse reminds us of the importance of being grateful for the blessings we have and avoiding complaining or criticizing, which can lead to ingratitude and a negative mindset.

Islam encourages its followers to avoid criticizing, condemning, or complaining, as it can cause harm to others, create negativity in society, and prevent a person from being grateful for their blessings. Muslims are instead encouraged to be kind, compassionate, forgiving, and to always seek to improve themselves and bring goodness to those around them.

The concept of refraining from criticizing, condemning, or complaining about others is strongly emphasized. This is because Allaah Almighty the God of Abraham has commanded us to be kind, compassionate, and forgiving towards others. As humans, we are all prone to making mistakes and committing sins, but it is not our place to judge or condemn others for their actions.

CONCLUSION:

The rewards of refraining from criticizing, condemning, or complaining about others are both spiritual and social. It leads to inner peace, stronger relationships, and most importantly, the pleasure of Allaah Almighty the God of Abraham and you end up winning friends and people start approaching you for their issues and that's what I call becoming a beloved leader.

03. Don't judge people based on their past

PHILOSOPHY:

We should not judge people based on their past because everyone has a unique journey and experiences that shape who they are. Judging someone based on their past can be unfair and limit our ability to see their potential and growth. Instead, we should focus on their present actions and character.

EXAMPLES:

1. A person may have made mistakes in their past, but that does not define who they are. By giving them a chance and not judging them solely based on their past, we can create opportunities for growth and positive change.

2. Sometimes people may have been through difficult circumstances or faced challenges that led them to make poor choices in the past. By understanding their experiences and not judging them based on their past, we can show empathy and understanding.
3. By not judging others based on their past, we can create a more positive and inclusive environment where people feel accepted and valued for who they are today.

ISLAMIC POINT OF VIEW:

Islam teaches us to refrain from judging people based on their past, as it goes against the principles of compassion, forgiveness, and the possibility of redemption.

In the Quran, Allaah Almighty says in Surah Al-Hujurat, verse 11: "O you who have believed, let not a people ridicule [another] people; perhaps they may be better than them; nor let women ridicule [other] women; perhaps they may be better than them. And do not insult one another and do not call each other by [offensive] nicknames. Wretched is the name of disobedience after [one's] faith. And whoever does not repent - then it is those who are the wrongdoers."

This verse teaches us that Allaah Almighty the God of Abraham has forbidden us from ridiculing or

insulting others, and that we should not judge others based on their past or make fun of them for it. We should instead focus on our own actions and seek forgiveness for our sins.

Prophet Muhammad (Peace Be Upon Him) also emphasized the importance of not judging others based on their past. He said in a Hadeeth narrated by Abu Hooraira: "Allaah the God Almighty does not judge you according to your bodies and appearances, but He looks into your hearts and observes your deeds." (taken from the book of Sahih Muslim)

This Hadeeth teaches us that Allaah the God Almighty does not judge us based on our past mistakes or appearances, but rather He judges us based on our intentions and actions. Therefore, it is not our place to judge others based on their past, but to focus on our own growth and improvement.

In another Hadeeth narrated by Abdullah Bin Umar, Prophet Muhammad (Peace Be Upon Him) said: "O you who have spoken the truth, do not hurt people with your truthfulness, for no one is given the ability to bear it except the one who is more competent than you." (taken from the book of Sunan Bin Majah)

This Hadeeth teaches us that even if something is true, we should refrain from hurting others with it.

We should instead be gentle and compassionate in our approach and consider the feelings of others before speaking.

CONCLUSION:

Refrain from judging people based on their past, as it goes against the principles of compassion, forgiveness, and the possibility of redemption. We should focus on our own actions and seek forgiveness for our sins and be gentle and compassionate in our approach towards others. Allaah the God Almighty is alone the judge of all matters.

By practicing this principle of refraining from judging people based on their past, we can create a positive and supportive environment, build strong relationships, and ultimately win friends and become beloved leaders who inspire and uplift those around us.

04. Don't hold grudges or harbor resentment

PHILOSOPHY:

Holding grudges and harboring resentment can cause a great deal of emotional pain and can negatively impact our relationships with others. By letting go of grudges and forgiving others, we free ourselves from negative emotions and create

space for positive emotions such as love and compassion. This philosophy is rooted in the importance of compassion and forgiveness in Islam, as well as the understanding that holding grudges goes against the principles of mercy and forgiveness.

EXAMPLES:

1. When someone wrongs us, it can be easy to hold a grudge and let negative emotions fester. However, by practicing forgiveness and letting go of the grudge, we create space for healing and positive growth in our relationships.
2. When we hold grudges, it can be difficult to move forward and develop positive relationships with others. By forgiving and letting go of the past, we create opportunities for growth and connection with others.
3. Holding grudges can also negatively impact our mental health, causing stress and anxiety. By practicing forgiveness and letting go of resentment, we can improve our emotional wellbeing and foster positive relationships with others.

ISLAMIC POINT OF VIEW:

In Islam, holding grudges is considered a negative trait that can lead to numerous harms for both the individual and society. Allaah Almighty the God of

Abraham has commanded us to forgive and to show mercy to others, as He is the most merciful and forgiving. The Prophet Muhammad (Peace Be Upon Him) emphasized the importance of forgiveness and holding no grudges, and he provided us with numerous examples of this noble characteristic.

Holding grudges can lead to negative feelings such as anger, resentment, and hatred, which can harm the heart and soul. It can also lead to conflicts and breakups in relationships, which can cause harm to families, friends, and even communities. On the other hand, forgiving and letting go of grudges can lead to inner peace, happiness, and a sense of tranquility in the heart.

In Islamic teachings, forgiveness is emphasized as a crucial aspect of building strong relationships and achieving inner peace. The Prophet Muhammad (Peace Be Upon Him) said, "The best among you are those who have the best manners and character" (Sahih Bukhari 6029). Holding grudges and harboring resentment goes against the teachings of Islam, which emphasize forgiveness and mercy towards others.

Having a good character includes being forgiving and letting go of grudges. In another Hadeeth, the Prophet (Peace Be Upon Him) said: "Do not hate each other, and do not be jealous of each other,

and do not desert each other, and O Allaah's worshipers! Be brothers." (taken from the book of Sahih Bukhari)

Allaah Almighty promises great rewards for those who forgive and hold no grudges. In the Quran, Allaah Almighty says: "The reward of evil is the evil thereof, but whosoever forgives and makes amends, his reward is upon Allaah. Verily, He loves not the wrongdoers." (Surah Ash-Shura, 40)

Forgiveness and letting go of grudges can bring great blessings in this life and in the hereafter. Allaah Almighty also says: "So whoever forgives and makes reconciliation, his reward is with Allaah. Indeed, He does not like wrongdoers." (Surah Al-Shura, 40)

Therefore, it is important to let go of grudges and forgive others, as it is a noble trait that is beloved by Allaah Almighty and His Messenger (Peace Be Upon Him). It leads to inner peace, happiness, and tranquility, and it also strengthens relationships and brings about unity and brotherhood in society.

CONCLUSION:

Refraining from holding grudges and harboring resentment is a key aspect of building positive relationships and winning friends and becoming a leader who is respected and admired. It allows us to approach others with an open mind and a

positive attitude and frees us from the burden of negative emotions.

05. Don't confront or be argumentative

PHILOSOPHY:

Avoiding being confrontational or argumentative is an important aspect of building positive relationships and maintaining a peaceful environment. By avoiding confrontation, we can show respect for others' opinions and avoid creating unnecessary tension or conflict. This can lead to more productive and positive interactions and can help to foster a sense of unity and cooperation.

EXAMPLES:

1. When discussing a topic with someone who has a different opinion, we can express our own views respectfully and listen to their perspective without becoming confrontational or argumentative. This can involve using non-judgmental language and avoiding personal attacks or criticism.
2. When faced with a disagreement or conflict, we can seek to find common ground and work towards a resolution that benefits all parties involved. This can involve finding compromises and considering multiple perspectives.

3. When interacting with others, we can strive to maintain a positive and peaceful demeanor and avoid actions or words that may be perceived as confrontational or argumentative.

ISLAMIC POINT OF VIEW:

Islam teaches us to engage in healthy and constructive dialogue, but it also warns us against being confrontational or argumentative. Such behavior is not only counterproductive but also harmful to one's own well-being and that of others. The Quran and Sunnah provide guidance on how to approach disagreements and conflicts with wisdom, patience, and compassion.

One of the most important teachings in Islam related to this topic is found in Surah Al-Asar, where Allaah Almighty, the God of Abraham says: "By time, Indeed, mankind is in loss, Except for those who have believed and done righteous deeds and advised each other to truth and advised each other to patience." (Quran 103:1-3) This verse emphasizes the importance of advising one another to the truth and to patience. It implies that, as Muslims, we should strive to seek the truth, but we must also be patient and respectful with others who may have a different opinion or point of view.

Prophet Muhammad (peace be upon him) also emphasized the importance of avoiding

confrontations and arguments. He said: "The most hated person in the sight of Allaah is the most quarrelsome person." (Bukhari) This Hadeeth teaches us that Allaah dislikes those who are argumentative and confrontational. It is important to avoid such behavior and instead strive for peace and harmony in our interactions with others.

Furthermore, the Quran teaches us to speak kindly and with wisdom, even in situations of disagreement. Allaah Almighty, the God of Abraham says: "And speak to people kindly." (Quran 2, 83) This verse encourages Muslims to use kind words and gentle speech, even when disagreeing with others. It is a reminder that the way we communicate with others is important, and that we should always strive to be respectful and compassionate.

CONCLUSION:

By not being confrontational or argumentative, we can create a positive and respectful environment, build positive relationships, find common ground and solutions, and maintain our own inner peace. These are all important qualities for winning friends and becoming a beloved leader who is respected and admired by others.

06. Don't gaze at others with lust

PHILOSOPHY:

The philosophy behind not gazing at others or looking at others with lust is based on the principle of modesty and respect for oneself and others. In Islam, we are taught to lower our gaze and guard our modesty to avoid temptation and maintain a pure heart and mind. By controlling our gaze, we demonstrate our commitment to upholding Islamic values and respecting the dignity of others.

EXAMPLES:

1. In social situations, we can avoid staring at others or gazing at them with lustful intentions. By maintaining eye contact and focusing on the conversation, we can show respect and consideration for those around us.
2. When watching TV or browsing the internet, we can be mindful of our gaze and avoid looking at inappropriate content. By exercising self-control and making conscious choices about what we consume, we can avoid being led astray by our desires.
3. In our personal relationships, we can be mindful of our intentions and avoid objectifying others. By seeing others as complete human beings with their own unique experiences and perspectives, we can cultivate a deeper respect for their humanity and avoid reducing them to objects of desire.

ISLAMIC POINT OF VIEW:

Prophet Muhammad (peace be upon him) taught us the importance of controlling our gaze to maintain our modesty and purity. In a hadeeth narrated by Anas bin Malik reported that the Prophet Muhammad (peace be upon him) said, "Whoever safeguards his chastity, Allaah will make his heart pure. Whoever safeguards his wealth, Allaah will make his provision ample. Whoever works hard for the sake of Allaah, Allaah will make his path to Paradise easy." (taken from the book of Sunan Bin Majah)

In a hadeeth narrated by Abdullah bin Abbas, the Prophet said, "I have not left behind me a more harmful trial for men than women" (taken from the book of Bukhari). This hadeeth emphasizes the importance of controlling our desires and guarding our hearts and minds.

Abdullah bin Masood reported that the Prophet Muhammad (peace be upon him) said, "No man is alone with a woman, but the Satan is the third one present." (taken from the book of Sunan Tirmidhi)

In Quran, Surah An-Noor, verse 30, Allaah commands us to "Tell the believing men to lower their gaze (from looking at forbidden things) and protect their private parts (from illegal sexual acts, etc.). That is purer for them. Verily, Allaah is All-Aware of what they do." This verse highlights the

importance of lowering our gaze and protecting our modesty, as a means of attaining purity and righteousness in the sight of Allaah Almighty the God of Abraham. By controlling our gaze, we can demonstrate our commitment to Islamic values and cultivate a deeper sense of self-respect and respect for others.

"Tell the believing men to lower their gaze and be modest. That is purer for them. Lo! Allaah is aware of what they do. And tell the believing women to lower their gaze and be modest..." (Quran 24:30-31)

"And come not near unto adultery. Lo! it is an abomination and an evil way." (Quran 17:32)

Controlling your gaze and avoiding looking at others with lust is an important aspect of being a beloved leader and building strong friendships. By demonstrating modesty and respect for others, you can create an environment of trust and mutual respect, which is essential for building strong relationships.

When you lower your gaze and avoid objectifying others, you send a message that you value and respect their dignity and humanity. This can help to foster a sense of trust and comfort in your interactions, which can make it easier to build strong and lasting friendships.

Additionally, by demonstrating a commitment to Islamic values and principles, you can inspire others to follow your lead and strive for similar levels of modesty and respect. As a leader, your example can be a powerful force for positive change and can help to create a culture of respect and dignity among your friends and followers.

CONCLUSION:

By controlling your gaze and avoiding looking at others with lust, you can demonstrate your commitment to Islamic values and principles, and create an environment of trust and mutual respect, which is essential for building strong relationships, winning friends, and becoming a beloved leader.

07. Don't show off to impress people

PHILOSOPHY:

The philosophy behind not trying to impress people with your achievements is rooted in the belief that true success and honor comes from the character and values of a person, rather than their material possessions or accomplishments.

By seeking to impress others with our achievements, we may become arrogant and neglect the development of our inner qualities, which are ultimately more valuable.

EXAMPLES:

1. Instead of boasting about our accomplishments, we can focus on being humble and showing gratitude for the blessings we have received. This can involve acknowledging the contributions of others who have supported us along the way and recognizing that our success is not solely due to our own efforts.
2. Rather than seeking to impress others with our achievements, we can strive to make a positive impact on the world and contribute to the betterment of society. This can involve using our skills and resources to serve others, and working towards causes that align with our values.
3. Rather than measuring our worth based on our accomplishments or possessions, we can focus on developing our inner qualities, such as kindness, compassion, and integrity. By prioritizing these qualities, we can build strong relationships and make a positive impact on the world around us.

ISLAMIC POINT OF VIEW:

Showing off or trying to impress others with one's achievements is discouraged as it is considered a form of arrogance and self-promotion, which goes against the principles of humility and sincerity. The

Quran and Hadeeth s provide guidance on the importance of performing good deeds with sincerity and without seeking worldly recognition or praise.

Allaah Almighty the God of Abraham says in Quran: "So woe to those who pray but are heedless of their prayer - those who make show [of their deeds]" (Quran 107:4-6)

This verse highlights the condemnation of those who perform good deeds only to show off and gain the admiration of others, without being sincere in their intention or mindful of the true purpose of their actions.

Additionally, there are several Hadeeth s of the Prophet Muhammad (peace be upon him) that emphasize the importance of sincerity and warn against showing off. For example:

"Whoever performs a good deed for Allaah's pleasure only, Allaah will fulfill his need (in this world and in the Hereafter), but whoever performs a good deed to show off, Allaah will expose him and will humiliate him in front of the people." (taken from the book of Bukhari)

This Hadeeth emphasizes that the intention behind one's actions is critical and that performing good deeds with the aim of seeking recognition from others can result in negative consequences.

It is essential to focus on performing good deeds with sincerity and without seeking worldly recognition or praise, as it is believed that true success comes from Allaah the God Almighty's pleasure and not from the admiration of others. By doing so, one can develop genuine relationships based on sincerity and humility, which are critical to building lasting friendships and being a beloved leader.

CONCLUSION:

It is essential to focus on performing good deeds with sincerity and without seeking worldly recognition or praise, as it is believed that true success comes from Allaah Almighty's pleasure and not from the admiration of others. By not showing off, one can develop genuine relationships based on sincerity and humility, which are critical to building lasting friendships and being a beloved leader.

08. Don't dominate conversations Let others speak too

PHILOSOPHY:

The philosophy behind not dominating conversations is rooted in the principles of respect, humility, and effective communication. When we

dominate conversations, we risk alienating others and shutting down opportunities for meaningful dialogue and mutual understanding. By allowing others to have a voice and actively listening to their perspectives, we demonstrate respect and foster an environment of inclusivity and collaboration.

EXAMPLES:

1. During a group discussion or meeting, we can actively make space for others to contribute by encouraging their ideas and opinions and avoiding monopolizing the conversation. This can help to foster a sense of collaboration and inclusivity, and lead to more effective problem-solving.
2. In a one-on-one conversation, we can make a conscious effort to listen actively and avoid interrupting or speaking over the other person. This can help to build trust and understanding and demonstrate respect for their thoughts and feelings.
3. When expressing our own opinions or ideas, we can do so in a way that invites dialogue and discussion, rather than shutting down the conversation. This can involve using open-ended questions and acknowledging the validity of others' perspectives.

ISLAMIC POINT OF VIEW:

Islam places great emphasis on respecting others, including their opinions and perspectives. Believers are taught to be humble, kind, and considerate in their interactions with others, and to avoid dominating conversations or imposing their views on others.

In the Quran, Allaah the God Almighty says, "And do not argue with the People of the Scripture except in a way that is best, except for those who commit injustice among them, and say, "We believe in that which has been revealed to us and revealed to you. And our God and your God is one; and we are Muslims [in submission] to Him." (Quran 29:46)

This verse highlights the importance of engaging in respectful dialogue and avoiding argumentation with others. Believers are encouraged to seek common ground and to focus on areas of agreement rather than areas of disagreement.

Similarly, Prophet Muhammad (peace be upon him) is reported to have said, "Whoever believes in Allaah and the Last Day, let him speak good or remain silent." (taken from the book of Sahih Bukhari 6018)

This Hadeeth emphasizes the importance of using one's words wisely and avoiding speech that may be harmful or divisive. Believers are encouraged to

speak in a manner that is respectful and considerate of others, and to avoid dominating conversations or imposing their views on others.

CONCLUSION:

Not dominating conversations and respecting other people's perspectives can help build stronger relationships, deepen our understanding of different issues, and create more collaborative and inclusive environments. This can ultimately lead to greater success in both personal and professional settings.

In terms of winning friends and willing to become a leader, not dominating conversations can help build a sense of trust and respect among team members. When leaders are willing to listen to and consider the perspectives of others, it can create a more collaborative and inclusive working environment. This can lead to better communication, more creative problem-solving, and a greater sense of shared ownership and accountability among team members.

09. Don't be self-centered or narcissistic

PHILOSOPHY:

Avoiding being too self-centered or narcissistic is important in building strong relationships and

being a good friend. When we focus too much on ourselves and our own needs, we can come across as selfish and inconsiderate of others. By showing interest in others and considering their needs, we demonstrate our willingness to build mutual respect and understanding.

EXAMPLES:

1. When engaging in conversation with others, we can make an effort to ask them about their interests and experiences and show genuine interest in what they have to say. This can help to build deeper connections and foster mutual respect.
 2. When planning activities or events with others, we can consider their needs and preferences, rather than only focusing on our own desires. This can help to ensure that everyone involved feels valued and respected.
 3. When faced with a disagreement or conflict, we can take a step back and consider the other person's perspective, rather than only focusing on our own point of view. By showing empathy and understanding, we can work towards a resolution that benefits everyone involved.
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ISLAMIC POINT OF VIEW:

A person who is not self-centered or narcissistic is more likely to be compassionate, empathetic, and

considerate of others. They can put themselves in others' shoes and understand their perspectives, which helps to foster strong relationships based on mutual respect and understanding.

Abu Hooraira reported: The Messenger of Allaah the God Almighty (ﷺ) said, "Let him who believes in Allaah, and the Last Day speak good, or keep silent; and let him who believes in Allaah, and the Last Day be generous to his neighbor; and let him who believes in Allaah, and the Last Day be generous to his guest." [Taken from the book of Sahih Muslim 47]

This hadeeth highlights the importance of speaking good or keeping silent, which shows that a believer should not be self-centered or focus only on their own opinions or desires. Instead, they should be mindful of their words and how they affect others.

Abdullah bin Masood reported: The Messenger of Allaah the God Almighty (ﷺ) said, "The believer is not one who eats his fill while his neighbor is hungry." [Al-Adab Al-Mufrad 112]

This hadeeth emphasizes the importance of being mindful of others' needs and not being self-centered by only focusing on one's own needs or desires.

These Hadeeths encourage believers to be mindful

of others and not to be self-centered or focus only on their own desires or needs.

Another Hadeeth narrated by Abu Hoorairah (may Allah be pleased with him) states, "None of you will have faith until you love for your neighbor what you love for yourself" (from the book Sahih Al-Bukhari 13). This Hadeeth emphasizes the importance of caring for others and treating them with the same love and respect that we desire for ourselves.

In Quran Allaah the God of Abraham says, "And they give preference over themselves, even though they are in need." (Quran 59:9)

Above verse teaches us the importance of selflessness and putting the needs of others before our own. It encourages Believers to be generous and compassionate, to support and care for those in need, and to avoid being self-centered or focused only on their own interests.

Another place in Quran Allaah the God of Abraham says, "Those who spend their wealth [in Allaah's way] by night and by day, secretly and publicly - they will have their reward with their Lord. And no fear will there be concerning them, nor will they grieve." (Quran 2:274)

Above verses encourage believers to be generous with their wealth and to give preference to the

needs of others over their own needs. They also warn against excessive greed and selfishness, emphasizing the importance of moderation in spending and the remembrance of Allaah the God of prophet Abraham.

Not being self-centered or narcissistic can greatly help in building positive relationships with others and becoming an effective leader. When one is self-centered or narcissistic, they tend to focus solely on their own needs and desires, without considering the needs and feelings of others. This can create a sense of selfishness and arrogance, making it difficult to build meaningful connections with others.

CONCLUSION:

By avoiding self-centeredness and narcissism and striving to be humble, compassionate, and empathetic towards others, one can develop strong relationships, win friends, and become a beloved leader who is respected and admired by others.

10. Don't interrupt or talk over people. Don't shun people

PHILOSOPHY:

Interrupting or talking over people can be disrespectful and can hinder effective

communication. By allowing others to speak without interruption, we demonstrate our respect for their thoughts and opinions, and can facilitate more meaningful and productive conversations.

As a leader, this skill is especially important because it allows us to effectively communicate with our team members and make them feel heard and understood. When team members feel valued and respected, they are more likely to be engaged, motivated, and committed to the success of the team.

EXAMPLES:

1. When engaging in a conversation, we can make a conscious effort to allow others to speak without interruption. This can involve actively listening and waiting for them to finish speaking before responding or asking questions.
2. In group settings, we can ensure that everyone can share their thoughts and ideas by encouraging everyone to take turns speaking and avoiding interrupting or talking over others.
3. When faced with a disagreement or conflict, we can avoid interrupting or talking over the other person and instead actively listen to their perspective. This can help to de-escalate the

situation and facilitate a more productive conversation.

ISLAMIC POINT OF VIEW:

It is considered important to listen to others respectfully and to avoid interrupting them while they are speaking. This is because interrupting someone can be a sign of disrespect and can indicate that a person is not interested in what the other person has to say. It can also disrupt the flow of conversation and create misunderstandings.

In a hadeeth, Anas bin Malik (may Allah be pleased with him) reported: "The Prophet (peace be upon him) never interrupted others while they were speaking, and he used to wait patiently for his turn" (Sunan Abu Dawud 4879).

Listening is an important aspect of communication, and it is a way to show empathy and understanding towards others. Prophet Muhammad (peace be upon him) was known for his patient listening and respectful communication, and he set an example for his followers to follow.

In another hadeeth, Abu Musa Al-Ash'ari (may Allah be pleased with him) reported: "The Messenger of Allah (peace be upon him) said, 'The person who talks excessively, acts ignorantly and interrupts people while they are talking will not

enter Paradise'" (Sunan Al-Tirmidhi 2649).

This Hadeeth emphasizes the importance of being mindful and respectful of others while communicating with them. Interrupting people while they are talking, talking excessively, and acting ignorantly are all characteristics of lack of respect for others. Prophet Muhammad (peace be upon him) warned that such behaviors can lead a person to be denied entry into Paradise. Therefore, it is important for Believers to practice good communication habits and to show respect for others in all their interactions. By doing so, they can build stronger relationships and foster a more harmonious society.

Abu Hoorairah (may Allah be pleased with him) reported: "The Messenger of Allah (peace be upon him) said, 'It is one of the greatest sins that a man should indulge in the conversation in which there is no benefit or cut off that which is beneficial. And whoever persists in such things will come on the Day of Resurrection with a bridle of fire in his mouth'" (Sunan Ibn Majah 3973).

One Hadeeth narrated by Abu Hoorairah (may Allah be pleased with him) states: "Whoever believes in Allah and the Last Day, should not interrupt his neighbor when he speaks or raise his food container higher than his neighbor's, so as to let him have some of his food" (Sahih Al-Bukhari

6014). This Hadeeth emphasizes the importance of respecting others by not interrupting them, and by sharing and being generous with them.

In addition, the Quran teaches the importance of using kind words and avoiding harsh speech. Allah the god of Abraham says in the Quran, "And speak to people good [words] and establish prayer and give zakah (yearly tax)" (Quran 2,83). This verse highlights the importance of using gentle and respectful language in our interactions with others.

CONCLUSION:

Communication is a two-way street, and that everyone should have an opportunity to express themselves without being interrupted or talked over. By following these teachings, we can improve our communication skills, build stronger relationships, win friends, and become beloved leaders.

11. Give gifts and compliments sincerely and often

PHILOSOPHY

The philosophy behind giving compliments is rooted in the principle of kindness and generosity towards others. When we sincerely compliment someone, we acknowledge their positive qualities and show appreciation for them. This can help to

build their self-esteem and strengthen our relationship with them.

EXAMPLES:

1. Imagine a colleague who has recently given a presentation at work. Instead of simply saying "good job", you take the time to give specific feedback on what you found impressive about their presentation. This not only makes them feel good but also shows that you were truly engaged and paying attention.
 2. You meet someone new at a social event and notice that they are wearing a unique piece of jewelry. By complimenting them on it and asking about its story, you not only make them feel good about their fashion sense but also show an interest in getting to know them better.
 3. A friend shares with you their struggles with a difficult situation. By acknowledging their strength and resilience in handling the situation, you offer them a boost of confidence and help them to feel supported.
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ISLAMIC POINT OF VIEW:

There are numerous Hadeeths that emphasize the importance of giving gifts in Islam. One such hadeeth is narrated by Abu Hoorairah, in which the Prophet Muhammad (Peace Be Upon Him) said:

"Give gifts to each other, for it will increase you in love." (taken from the book of Al-Adab Al-Mufrad)

This hadeeth highlights the significance of giving gifts as a means of strengthening and deepening relationships between individuals. When we give gifts to others, we are showing them that we care about them and value their presence in our lives. This act of kindness can bring people closer together and increase mutual respect and love.

Another hadeeth narrated by Anas bin Malik states:

"The Prophet Muhammad (peace be upon) was asked what type of charity is best. He replied, 'The charity of water.' Then he was asked what type of gift is best, and he replied, 'A gift to a relative who does not reciprocate.'" (taken from the book of Al-Bukhari)

This hadeeth teaches us the importance of giving gifts to those who may not be able to repay us or give us something in return. When we give without expecting anything in return, it is a pure act of kindness and charity. Additionally, giving to relatives is highly emphasized in Islam, as maintaining good relations with family members is considered a virtuous act.

One of the verses in the Quran that emphasizes the importance of giving gifts is:

“And they give food in spite of love for it to the needy, the orphan, and the captive, [Saying], “We feed you only for the countenance of Allaah . We wish not from you reward or gratitude.” (Quranic Chapter al Insaan)

This verse highlights the importance of giving gifts, particularly food, to those in need. It encourages people to give without expecting anything in return, purely for the sake of pleasing Allaah and seeking His pleasure.

The act of giving gifts is not only a means of fulfilling the needs of others but also an act of worship that brings one closer to Allaah. It also promotes kindness, generosity, and empathy, which are essential qualities in a Muslim's character.

In addition to the above verse, there are several other verses in the Quran that emphasize the importance of giving in general, such as:

“Those who spend their wealth in Allaah's way are like a seed which grows seven spikes, in each spike is a hundred grains. Allaah multiplies for whom He wills. Allaah is All-Embracing, All-Knowing.” (Surah al-Baqarah, 2:261)

In this verse, Allaah describes the reward of those who spend their wealth in His way as being multiplied many times over. It shows that giving is

not only a means of helping others but also a means of earning the pleasure of Allaah and gaining abundant blessings.

CONCLUSION:

Giving gifts and compliments sincerely and often can be a powerful tool for winning friends and becoming a leader. By showing genuine interest and appreciation for others, we can build strong and positive relationships, inspire others, and create a more positive and supportive environment. By practicing this philosophy in our daily lives, we can cultivate a reputation for being generous, kind, and thoughtful, which can open doors to new opportunities and help us to become effective leaders.

12. Smile often and show enthusiasm.

PHILOSOPHY:

Smiling often and showing enthusiasm can have a positive impact on our interactions with others. It can help create a welcoming and friendly atmosphere and convey our interest in the other person. When we show enthusiasm, we demonstrate our excitement and engagement in conversation or activity, which can be contagious and lead to a more positive experience for all involved.

EXAMPLES:

1. When meeting someone for the first time, we can greet them with a smile and show enthusiasm for getting to know them. This can help create a positive first impression and set the tone for the rest of the interaction.
2. When working on a project or task with others, we can show enthusiasm for the work and encourage others to do the same. This can help create a sense of teamwork and foster a more productive and enjoyable experience for all involved.
3. When engaging in a conversation, we can show enthusiasm for the topic and actively participate in the discussion. This can help create a more engaging and dynamic conversation and demonstrate our interest in learning from others.

ISLAMIC POINT OF VIEW:

Prophet Muhammad (peace be upon him) was known for his kind and welcoming nature, and he would often greet others with a smile. In a hadeeth narrated by Abdullah bin Harith, he said, "I never came across a person who smiled as much as the Messenger of Allaah" (taken from the book of Tirmidhi).

This hadeeth demonstrates the importance of smiling in Islam and highlights Prophet

Muhammad's (peace be upon him) practice of doing so frequently.

Once, the Prophet was leading the prayer and a baby started crying loudly. The Prophet continued to pray, but he shortened the prayer so as not to inconvenience the mother who was holding the baby. After the prayer, he turned to his companions and said, "I know the cries of a baby can be distracting. So, I made the prayer shorter for the comfort of the mother and the baby." This lighthearted comment made everyone smile and appreciate the Prophet's consideration for others.

Once, a man came to the Prophet and asked for a camel to ride. The Prophet responded by saying, "I will give you a child of a she-camel to ride." The man was confused and asked, "How can I ride a child?" The Prophet then smiled and said, "Isn't every camel a child of a she-camel?" This exchange brought laughter and amusement to the companions who were present.

The Prophet (peace be upon him) gave him a grown-up camel but called it a child of the she camel. That man thought prophet Muhammed (peace be upon him) was giving him a baby camel for his journey. No matter how old a camel grows but remains a child of the mother camel.

Prophet Muhammad (peace be upon him)

discouraged joking with lies or deceit. He said: "Woe to the one who speaks and lies in order to make people laugh; woe to him, woe to him." (Taken from the book of Sunan al-Tirmidhi)

This Hadeeth highlights the importance of honesty and integrity in communication, even in the context of humor. Jokes that rely on falsehoods or deceit can harm relationships and erode trust. Therefore, it is essential to be mindful of the impact of our words, even in jest.

In Another hadeeth, Prophet Muhammed (peace be upon him) said, "Do not overdo laughter, for too much laughter deadens the heart." (taken from the book of Sunan al-Tirmidhi)

The advisory behind above Hadeeth is to maintain a balance in our emotions and actions. Laughter is a natural human response to something humorous or enjoyable, and it is an important aspect of human life that helps relieve stress and tension. However, excessive laughter can become a distraction and can lead to neglecting important matters in life.

The idea behind showing enthusiasm is rooted in the belief that enthusiasm and positive energy are contagious and can inspire others to act with passion and commitment. When we demonstrate our own enthusiasm, we can motivate and

encourage those around us to share in our excitement and achieve greater success together.

In a Hadeeth, Jabir bin Abdullah reported: "When we would set out on a journey, the Prophet, peace and blessings be upon him, would go ahead of us and arrive at the destination before us. When we would arrive, we would find him smiling." (taken from the book of Sahih Bukhari)

Enthusiasm can help us overcome obstacles, maintain our focus, and persevere through difficult times. It can also lead to greater creativity and innovation, as we approach tasks with a sense of excitement and curiosity.

CONCLUSION:

Smiling and showing enthusiasm can go a long way in winning friends and becoming a beloved leader. It reflects a positive attitude and genuine interest in others, which can help build strong relationships. The philosophy behind it is to treat others with kindness, respect, and empathy. By smiling and showing enthusiasm, we can create a welcoming and comfortable atmosphere, encourage open communication, and inspire others to be their best selves.

13. Remember people's names and use them frequently.

PHILOSOPHY:

Remembering people's names and using them frequently is a sign of respect and recognition. It shows that we value and acknowledge the individuals we interact with and helps to establish a personal connection. By remembering someone's name, we demonstrate that we are invested in building a relationship with them and are willing to make the effort to get to know them better.

EXAMPLES:

1. When meeting someone for the first time, we can make a conscious effort to remember their name and repeat it back to them. This can help us to remember the names better and demonstrates our interest in getting to know them.
2. In a professional setting, we can make a point to remember the names of our colleagues and use them when addressing them. This can help to create a more welcoming and inclusive work environment and can also improve communication and collaboration.
3. When interacting with members of our community or social circle, we can make an effort to remember their names and use them in conversation. This can help to build stronger

relationships and foster a sense of belonging and connection.

ISLAMIC POINT OF VIEW:

Prophet Muhammad (peace be upon him) was known for his ability to remember the names of his companions, even in large groups. In a hadeeth narrated by Anas bin Malik, he said, "The Prophet (peace be upon him) would remember the names of his companions, even if they were a large group, and he would call them by their names" (Taken from the book of Bukhari).

This hadeeth highlights the importance of remembering people's names, and demonstrates the example set by Prophet Muhammad (peace be upon him).

remembering people's names and using them frequently is considered a sign of respect and honor towards others. It is believed to enhance interpersonal relationships and strengthen social bonds.

Prophet Muhammad (peace be upon him) emphasized the importance of knowing and using people's names. He once said, "The dearest and closest to Allah is a believer who is the best in his manners and the kindest to his family members." (Taken from the book of Tirmidhi)

Additionally, there is a Hadeeth where Prophet Muhammad (peace be upon him) asked a man what his name was, and when he replied with a nickname, the Prophet told him, "No, what is your real name?" The man replied with his real name, and the Prophet told him, " From now on, I will call you by your real name." (Taken from the book of Abu Dawud)

In Quran, Chapter Al Isra, verse 70, Allaah says, "And We have certainly honored the children of Adam and carried them on the land and sea and provided for them of the good things and preferred them over much of what We have created, with [definite] preference."

This verse emphasizes the value of human beings and reminds us to honor and recognize the individuals we interact with. By remembering people's names and using them frequently, we can fulfill this obligation and show our appreciation for the blessings of Allaah.

CONCLUSION:

Remembering people's names and using them frequently is a simple yet effective way to show respect and build strong relationships with others. By making the effort to remember someone's name, you are conveying a message that they are important to you, and you value their presence.

This can lead to a deeper sense of trust and connection with others, which is essential for building meaningful friendships and becoming a successful leader.

14. Be willing to find common ground and compromise.

PHILOSOPHY:

Being willing to compromise and find common ground is essential in building strong relationships and resolving conflicts. Compromise involves finding a solution that satisfies both parties involved, rather than one party winning and the other losing. By being willing to compromise and find common ground, we demonstrate respect for others' opinions and needs, and work towards building mutual trust and understanding.

EXAMPLES:

1. In a business negotiation, both parties may have different ideas about the terms of a contract. By being willing to compromise and find common ground, they can reach an agreement that satisfies both parties' needs and interests.
2. In a personal relationship, conflicts may arise over different values, interests, or expectations.

By being willing to compromise and find common ground, both parties can work towards a resolution that respects each other's needs and values.

3. In a political context, different groups may have different ideas about how to address a particular issue. By being willing to compromise and find common ground, politicians can work towards a solution that benefits all parties involved and promotes the common good.

ISLAMIC POINT OF VIEW:

Prophet Muhammad (Peace Be Upon Him) was known for his ability to find common ground and work towards peaceful solutions. In a hadeeth narrated by Abdullah bin Mas'ud, he said, "I have never seen anyone more in favor of seeking common ground than the Messenger of Allaah (Peace Be Upon Him). He never hesitated to seek reconciliation between two disputing parties, even if it meant compromising his own interests" (Bin Majah).

This hadeeth highlights the importance of finding common ground and working towards peaceful solutions, even if it means making personal sacrifices.

In Quran, Surah Al-Hujurat, verse 9, Allaah says, "And if two factions among the believers should

fight, then make settlement between the two. But if one of them oppresses the other, then fight against the one that oppresses until it returns to the ordinance of Allaah. And if it returns, then make settlement between them in justice and act justly. Indeed, Allaah loves those who act justly."

This verse emphasizes the importance of finding common ground and working towards a peaceful resolution, even in the context of conflict. It highlights the value of justice and fairness in resolving disputes and building strong relationships.

CONCLUSION:

A willingness to find common ground and compromise can be a valuable trait in building and maintaining relationships, both personally and professionally. It reflects a willingness to see things from another person's perspective, and a recognition that different opinions and viewpoints can be equally valid. By demonstrating this trait, one can foster a sense of trust and mutual respect, which can help to create a positive and productive environment.

In terms of leadership, being willing to find common ground and compromise can help to build a cohesive and effective team. It shows that a leader is willing to listen to the concerns and ideas

of their team members and is willing to work collaboratively to find solutions that work for everyone. This can help to create a sense of ownership and investment among team members, leading to increased motivation and productivity.

15. Be respectful and polite.

PHILOSOPHY:

Being respectful and polite towards others is an important aspect of building strong relationships and fostering mutual respect and understanding. By treating others with respect and kindness, we can create a positive and supportive environment that promotes trust and cooperation.

EXAMPLES:

1. We can show respect towards others by using polite language and showing good manners. This can involve saying "please" and "thank you," holding doors open for others, and being courteous and considerate in our interactions.
2. We can show respect towards others by avoiding negative behaviors such as interrupting, speaking over others, or using disrespectful language. This can help to create a positive and supportive environment where everyone feels valued and respected.
3. We can show respect towards others by being open-minded and considerate of their

perspectives and beliefs. This can involve avoiding judgment or criticism and being willing to listen to and learn from others.

ISLAMIC POINT OF VIEW:

Prophet Muhammad (Peace Be Upon Him) was known for his respectful and polite demeanor towards others. In a hadeeth narrated by Abu Hooraira, he said, "The Prophet (Peace Be Upon Him) never interrupted anyone who was speaking, and he would listen until they finished" (Bukhari).

This hadeeth demonstrates the example set by Prophet Muhammad (Peace Be Upon Him) of being respectful and considerate towards others, even in conversation.

In Surah Al-Hujurat, verse 11, Allaah says, "And the servants of the Most Merciful are those who walk upon the earth non-arrogantly, and when the ignorant address them [harshly], they say [words of] peace." (Quran 25:63)

This verse emphasizes the importance of respecting and valuing others and warns against the negative consequences of insulting or ridiculing others.

CONCLUSION:

Being respectful and polite towards others can help to win friends and become a beloved leader

in many ways. When we treat others with respect and politeness, it shows that we value them and their opinions. This creates a positive and welcoming environment, where people feel comfortable and appreciated. Additionally, respectful, and polite behavior can foster trust, which is a crucial component of any healthy relationship.

By being respectful and polite, we can also avoid unnecessary conflicts and misunderstandings. It helps to prevent miscommunication and can prevent us from inadvertently hurting others' feelings. This can be especially important in professional settings, where good communication is essential.

Being respectful and polite is an excellent way to build strong relationships and become a beloved leader. It demonstrates a high level of emotional intelligence, which is an important characteristic of successful leaders. By showing respect and politeness towards others, we can create a positive and inclusive environment, which can help us achieve our goals and build strong connections with others.

16. Show enthusiasm and energy.

PHILOSOPHY:

Showing enthusiasm and energy is an important

aspect of building strong relationships and creating a positive environment. By expressing our excitement and passion, we can inspire and motivate others, and create a sense of positivity and joy. This can help to build trust and deepen connections and can lead to greater success and fulfillment in all aspects of life.

EXAMPLES:

1. When starting a new project or endeavor, we can show enthusiasm and energy to inspire and motivate others. This can involve expressing our excitement about the possibilities, setting ambitious goals, and encouraging others to get involved.
2. When faced with challenges or obstacles, we can show energy and determination to overcome them. This can involve staying positive and focused, seeking solutions and creative approaches, and inspiring others to persevere in the face of adversity.
3. When interacting with others, we can show enthusiasm and energy to create a positive and engaging environment. This can involve being present in the moment, expressing gratitude and appreciation, and inspiring others to do the same.

ISLAMIC POINT OF VIEW:

Prophet Muhammad (Peace Be Upon Him) was known for his energetic and enthusiastic approach to life. In a hadeeth narrated by Abu Hooraira, the Prophet (Peace Be Upon Him) said, "Allaah loves that when one of you does something, he does it with excellence" (Muslim).

This hadeeth emphasizes the importance of putting effort and energy into all aspects of our lives, and demonstrates the example set by Prophet Muhammad (Peace Be Upon Him).

In Surah Al-An'am, verse 162, Allaah says, "Say, 'Indeed, my prayer, my rites of sacrifice, my living and my dying are for Allaah, Lord of the worlds.'"

This verse emphasizes the importance of approaching all aspects of our lives with energy and enthusiasm, and of living our lives in service to Allaah. By showing enthusiasm and energy in our worship and in all aspects of our lives, we can deepen our connection to Allaah and inspire others to do the same.

CONCLUSION:

By showing enthusiasm and energy, we can attract people towards us and gain their support. People are naturally drawn towards those who are passionate and energetic about their work and interests. This can help us build a network of friends and supporters who share our values and

goals.

Moreover, when we display enthusiasm and energy, we inspire others to do the same. Our positive attitude can create a ripple effect and motivate those around us to strive towards excellence. This can help us become a leader who inspires and empowers others to reach their full potential.

Showing enthusiasm and energy is an essential trait for winning friends and becoming a beloved leader. By being passionate and committed towards our goals, we can attract people towards us, inspire others, and build a strong network of supporters who share our vision.

17. Be trustworthy and keep confidence.

PHILOSOPHY:

Being trustworthy and keeping confidence is an essential aspect of building strong relationships and earning the trust of others. By demonstrating that we are trustworthy and can be relied upon to keep confidential information, we show that we value the trust that others have placed in us and are committed to maintaining their confidence. This can help to build stronger connections and foster mutual respect and understanding.

EXAMPLES:

1. When someone confides in us about a personal matter, we can make a conscious effort to keep their confidence and not share the information with others without their permission. This can help to build trust and strengthen our relationship with the person.
2. When working on a team project or in a professional setting, we can demonstrate our trustworthiness by keeping confidential information related to the project or company. This can help to build trust and respect among our colleagues and superiors.
3. When faced with a difficult situation where we are asked to keep a secret, we can make a conscious decision to prioritize the trust of the person who confided in us over any potential negative consequences. This can demonstrate our commitment to maintaining the confidence of others and building strong relationships.

ISLAMIC POINT OF VIEW:

Below listed Hadeeths are on the importance of keeping people's secrets and not disclosing private conversations.

Abu Hoorairah reported that the Prophet (ﷺ) said, "He who keeps a secret of a believer, Allaah will keep his secret on the Day of Resurrection." (Sunan Abu Dawud 4888)

This hadeeth highlights the reward for keeping the secrets of others. Allaah will protect the secrets of those who protect the secrets of others.

Bin Abbas reported that the Prophet (ﷺ) said, "The believer is not a slanderer, nor a curser, nor an obscene talker, nor one who interferes in others' affairs, but rather he is gentle and kind, and he keeps to himself and stays away from that which does not concern him." (Sunan Bin Majah 4216)

This hadeeth emphasizes that a believer should not interfere in others' affairs, including disclosing their secrets or spreading gossip.

Above Hadeeths emphasize the importance of trustworthiness and respecting the privacy of others. It is important to keep people's secrets and not disclose private conversations, as it can lead to harm and loss of trust.

In Surah Al-Ma'idah, verse 1, Allaah says, "O you who have believed, fulfill [all] contracts."

This verse highlights the importance of fulfilling our obligations and keeping our promises, which is a crucial aspect of being trustworthy and building strong relationships. By fulfilling our contracts and keeping our word, we demonstrate our commitment to maintaining the trust of others and upholding our values as believers.

CONCLUSION

Being trustworthy and keeping confidence is a vital aspect of building strong relationships and leadership. When we maintain confidentiality and show ourselves to be trustworthy, people tend to trust us more and are more likely to confide in us. This helps us build a deep sense of connection with others, which can lead to a strong social support network.

Moreover, when we keep our word and follow through on commitments, people see us as reliable and dependable. This builds trust and respect, which are essential for successful leadership.

Being trustworthy and keeping confidence is crucial for building strong relationships and leadership. It helps us to establish credibility and build trust, which are key elements in winning friends and becoming a beloved leader.

18. Show gratitude and thank people for their kindness.

PHILOSOPHY:

Showing gratitude and thanking people for their kindness is an important aspect of building and maintaining positive relationships. When we express gratitude, we acknowledge the good deeds of others and show our appreciation for

their efforts. This can help to foster feelings of goodwill and strengthen our connections with others.

EXAMPLES:

1. When someone does something kind to us, we can express our gratitude by saying thank you and acknowledging their efforts. This can involve showing genuine appreciation and recognizing the value of their actions.
 2. We can show gratitude by performing acts of kindness in return. This can involve reciprocating the good deeds of others or finding other ways to show our appreciation and support.
 3. When we encounter challenges or difficulties, we can look for opportunities to express gratitude and find reasons to be thankful. This can involve focusing on the positive aspects of our lives and recognizing the good things that we have been blessed with.
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ISLAMIC POINT OF VIEW:

Prophet Muhammad (Peace Be Upon Him) emphasized the importance of showing gratitude and thanking people for their kindness. In a hadeeth narrated by Abu Hooraira, he said, "He who does not thank people, does not thank Allaah" (Ahmad).

This hadeeth highlights the importance of recognizing the good deeds of others and expressing our gratitude to them.

In Surah Ibrahim, verse 7, Allaah says, "And [remember] when your Lord proclaimed, 'If you are grateful, I will surely increase you [in favor]; but if you deny, indeed, My punishment is severe.'"

This verse emphasizes the importance of gratitude and highlights the benefits that come with expressing appreciation. By showing gratitude, we can attract even more blessings and increase our favor with Allaah.

CONCLUSION

Showing gratitude and thanking people for their kindness can help in winning friends and becoming a beloved leader. When we express gratitude, it makes the other person feel valued and appreciated, which strengthens the relationship. It also creates a positive atmosphere and encourages others to do kind deeds, leading to a ripple effect of kindness and goodwill.

Expressing gratitude can also improve our own well-being and mindset. By focusing on the positive and being thankful for what we have, we cultivate a more optimistic outlook on life and attract positivity towards us. This can help us to handle challenging situations with greater

resilience and grace.

Showing gratitude and thanking people for their kindness is a simple yet powerful way to win friends and become a beloved leader. It not only strengthens relationships but also helps us to cultivate a positive mindset and attract positivity towards us.

19. Be respectful of people's time and commitments.

PHILOSOPHY:

Being respectful of people's time and commitments is an important aspect of building strong relationships and demonstrating consideration for others. When we respect someone's time and commitments, we show that we value and appreciate them, and that we understand the importance of their responsibilities and priorities.

EXAMPLES:

1. When scheduling meetings or appointments, we can be mindful of other people's schedules and availability and try to find a time that works best for everyone involved.
2. When communicating with others, we can be clear and concise in our messages, and avoid taking up too much of their time unnecessarily.

This can involve being mindful of the length and content of our emails, text messages, and phone calls.

3. When someone needs to cancel or reschedule a commitment, we can be understanding and flexible, and try to find a solution that works for everyone involved.

ISLAMIC POINT OF VIEW:

Prophet Muhammad (Peace Be Upon Him) was known for his respect for the time and commitments of others. In a hadeeth narrated by Abu Hooraira, he said, "A Muslim has six rights over another Muslim. When you meet him, greet him with peace, when he invites you, accept his invitation, when he seeks your advice, advise him, when he sneezes and praises Allaah, say 'Yarhamuk Allaah' (may Allaah have mercy on you), when he falls ill, visit him, and when he dies, attend his funeral" (Taken from the book of Sahih Muslim).

This hadeeth emphasizes the importance of showing consideration and respect for others, and in various ways allocating time for people from our day-to-day busy schedule.

In Surah Al-Isra, verse 26, Allaah says, "And give the relative his right, and [also] the poor and the traveler, and do not spend wastefully."

This verse highlights the importance of fulfilling

our obligations and respecting the rights of others, including their time and commitments. By doing so, we can strengthen our relationships and demonstrate our faith in Allaah.

CONCLUSION

Being respectful of people's time and commitments is an important aspect of building positive relationships and becoming a beloved leader. When you show respect for other people's time, you demonstrate that you value their presence and contributions. This can help you build trust, deepen connections, and inspire loyalty among your friends, colleagues, and followers.

By honoring other people's commitments, you demonstrate your own reliability and integrity. This can help you establish a reputation as a trustworthy and dependable leader, who respects the time and efforts of others. It can also help you create a positive and productive working environment, where people feel valued and supported.

Being respectful of people's time and commitments is a key trait of successful leaders. By showing consideration and appreciation for others, you can build strong relationships, inspire loyalty, and achieve your goals together.

20. Be genuinely interested in other people.

PHILOSOPHY:

Being genuinely interested in other people involves showing a genuine curiosity about their experiences, perspectives, and interests. This philosophy emphasizes the importance of empathy, active listening, and putting ourselves in the shoes of others. By showing a sincere interest in others, we can foster stronger relationships, build trust, and learn from their unique perspectives.

EXAMPLES:

1. When meeting someone new, we can ask them questions about their background, interests, and experiences. By actively listening and showing interest in their responses, we can demonstrate that we value their unique perspective and create a more meaningful connection.
2. In a professional setting, we can show genuine interest in our colleagues' ideas and contributions. By acknowledging their efforts and demonstrating a willingness to learn from them, we can foster a collaborative and supportive work environment.

3. When spending time with family or friends, we can actively engage with them and ask questions about their lives. By showing interest in their experiences and perspectives, we can deepen our relationships and build stronger bonds.

ISLAMIC POINT OF VIEW:

Prophet Muhammad (Peace Be Upon Him) was known for his kindness and compassion towards others, and he would often show a genuine interest in their lives. In a hadeeth narrated by Anas bin Malik, he said, "The Prophet was the best among the people in character...He would meet the poorest people with a smiling face, and whenever he would meet someone, he would make him sit next to him" (Bukhari).

This hadeeth demonstrates Prophet Muhammad's (Peace Be Upon Him) practice of showing genuine interest in others, regardless of their status or background.

In Surah Al-Hujurat, verse 13, Allaah says, "O mankind, indeed, We have created you from male and female and made you peoples and tribes that you may know one another. Indeed, the most noble of you in the sight of Allaah is the most righteous of you. Indeed, Allaah is Knowing and Acquainted."

This verse emphasizes the importance of knowing and understanding one another and highlights the value of diversity and empathy in our interactions with others. By showing genuine interest in others, we can fulfill our obligation as Muslims to build stronger relationships and foster a more harmonious society.

CONCLUSION

Being genuinely interested in other people can help in building strong and meaningful relationships with others. When we show a genuine interest in others, we make them feel valued and respected, which can help in developing a sense of trust and loyalty towards us. This, in turn, can help us in winning friends and becoming a beloved leader. By being genuinely interested in others, we can learn from their experiences, perspectives, and ideas, which can broaden our own understanding and help us become more empathetic and compassionate towards others.

By being genuinely interested in others, we can develop a positive and respectful attitude towards them, which can help in building strong and meaningful relationships. This, in turn, can help us in winning friends and becoming a beloved leader, as people are more likely to follow and support those who show genuine care and interest in them.

21. Be attentive to their needs and feelings.

PHILOSOPHY:

Being attentive to the needs and feelings of others is an essential aspect of building strong relationships and showing empathy and compassion. When we take the time to understand what others are going through and offer support and assistance, we demonstrate our caring and concern for their well-being. This can help to build trust, deepen connections, and create a more positive and supportive environment.

EXAMPLES:

1. When someone is going through a difficult time, we can offer our support and assistance in whatever way we can. This may involve providing a listening ear, offering practical help, or simply checking in to see how they are doing.
2. When working with others, we can take the time to understand their strengths, weaknesses, and preferences. This can help us to work more effectively as a team and support each other in achieving our goals.
3. When interacting with friends and family members, we can be attentive to their needs and feelings by showing interest in their lives,

remembering important dates and events, and offering help and support when needed.

ISLAMIC POINT OF VIEW:

Prophet Muhammad (Peace Be Upon Him) was known for his compassion and concern for the well-being of others. In a hadeeth narrated by Anas bin Malik, he said, "None of you truly believes until he loves for his brother what he loves for himself" (Bukhari).

This hadeeth emphasizes the importance of caring for the needs and well-being of others, and demonstrates the example set by Prophet Muhammad (Peace Be Upon Him).

In Surah Al-Hujurat, verse 10, Allaah says, "The believers are but brothers, so make settlement between your brothers. And fear Allaah that you may receive mercy."

This verse emphasizes the importance of treating others with compassion and resolving conflicts in a peaceful and respectful manner. By being attentive to the needs and feelings of others, we can create a more harmonious and supportive community.

CONCLUSION

Being attentive to the needs and feelings of others is an essential aspect of building strong relationships and becoming an effective leader.

When we pay attention to others, we show them that we care, which can help to build trust and respect. It allows us to understand their perspectives, needs, and feelings, which helps to create a more positive and supportive environment.

As a leader, being attentive to the needs and feelings of others is crucial for creating a productive and motivated team. When we take the time to listen to our team members and address their concerns, we can build trust and foster a sense of loyalty and commitment. It can also help us to identify and address issues before they escalate, leading to a more harmonious and effective team.

Overall, being attentive to the needs and feelings of others is a critical aspect of building strong relationships, becoming a respected leader, and creating a positive and supportive environment.

22. Offer help and support when you can.

PHILOSOPHY

The philosophy behind offering help and support is based on the principle of compassion and generosity towards others. It reflects the Islamic concept of "sadaqah" or voluntary charity, which includes any good deed or act of kindness done for

the sake of Allaah and without seeking any reward or recognition.

EXAMPLES

1. Helping a neighbor with their groceries or offering to walk their dog is a simple act of kindness that can go a long way in building a sense of community and goodwill.
 2. Offering emotional support to a friend going through a difficult time can make a significant impact on their mental health and well-being. A listening ear and words of encouragement can provide comfort and reassurance.
 3. Volunteering time and resources to charitable causes and organizations is a way of giving back to the community and fulfilling one's social responsibility towards others.
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ISLAMIC POINT OF VIEW:

In the life of Prophet Muhammad (Peace Be Upon Him), we can see numerous examples of how he offered help and support to those around him. One well-known example is the story of the old woman who used to throw garbage at him every day. Rather than reacting with anger or hostility, the Prophet showed her kindness and compassion by visiting her when he noticed she was ill. This act of kindness moved the woman to embrace Islam.

Narrated Abu Hooraira: Allaah's Messenger (ﷺ)

said, "On every joint of man, there is charity, on every day when the sun rises: doing justice between two men is charity, and assisting a man to ride an animal or to load his luggage on it is charity; and a good word is charity; every step which one takes towards (the mosque for) Salat (prayer) is charity, and removing harmful things from the road is charity." Sahih al-Bukhari 2827

In this Hadeeth, the Prophet emphasizes the importance of offering help and support to others in various ways, including assisting someone in riding an animal or carrying their luggage. He also highlights the value of a good word and removing harmful things from the road as acts of charity.

The Quran also emphasizes the importance of helping others, stating in Surah Al-Baqarah (2:195): "And spend in the way of Allaah and do not throw [yourselves] with your [own] hands into destruction [by refraining]. And do good; indeed, Allaah loves the doers of good." This verse encourages believers to spend their wealth and resources in the way of Allaah, and to do good deeds and acts of kindness towards others.

CONCLUSION:

Offering help and support when you can is a key aspect of building strong relationships with others and becoming a beloved leader. When you offer

your help and support to others, you demonstrate that you care about their well-being and are willing to go out of your way to assist them.

By consistently offering your help and support, you can build trust and establish yourself as a reliable and dependable person in the eyes of others. This can lead to stronger relationships and more opportunities for collaboration and teamwork.

Offering your help and support when you can is an important way to win friends and become a beloved leader. By demonstrating your care and reliability, you can build strong relationships and create opportunities for growth and collaboration.

23. Listen actively and ask thoughtful questions.

PHILOSOPHY:

Listening actively and asking thoughtful questions is a key aspect of building strong relationships and fostering effective communication. By actively listening to others and asking questions to better understand their perspectives, we demonstrate our respect for their opinions and show that we are invested in the conversation. This approach can help to build trust, empathy, and understanding, and can lead to more productive and fulfilling relationships.

EXAMPLES:

1. When having a conversation with a friend or colleague, we can make an effort to actively listen to their words and ask questions to clarify their meaning. This can help to avoid misunderstandings and can also demonstrate our interest in their thoughts and feelings.
2. In a professional setting, we can actively listen to our colleagues' ideas and opinions during meetings and ask thoughtful questions to better understand their perspectives. This can help to promote collaboration and can lead to more effective problem-solving.
3. When interacting with members of our community or social circle, we can actively listen to their experiences and perspectives, and ask questions to learn more about their lives and beliefs. This can help to build stronger relationships and promote empathy and understanding.

ISLAMIC POINT OF VIEW:

Prophet Muhammad (Peace Be Upon Him) was known for his ability to actively listen to his companions and respond thoughtfully to their questions. In a hadeeth narrated by Abu Hooraira, he said, "The Messenger of Allaah (Peace Be Upon Him) never disapproved of a questioner because of the question he asked, but he would disapprove of

him for the way in which he asked it" (Tirmidhi).

This hadeeth emphasizes the importance of listening actively and responding thoughtfully to questions, and demonstrates the example set by Prophet Muhammad (Peace Be Upon Him).

In Quran, Surah Al-Hujurat, verse 1, Allaah says, "O you who have believed, do not put [yourselves] forward before Allaah and His Messenger but fear Allaah. Indeed, Allaah is Hearing and Knowing." This verse reminds us to approach our interactions with humility and to listen carefully to the guidance of Allaah and His Messenger. By actively listening to others and asking thoughtful questions, we can fulfill this obligation and demonstrate our respect for Allaah's wisdom and guidance.

CONCLUSION

Active listening and asking thoughtful questions are key skills for effective communication, building relationships, and ultimately becoming a successful leader. When we actively listen to others and ask thoughtful questions, we demonstrate a genuine interest in their thoughts and feelings, which can make them feel valued and respected. This can lead to stronger connections and deeper relationships, which can be invaluable in both personal and professional contexts.

Additionally, by actively listening and asking

thoughtful questions, we can gain a better understanding of others' perspectives and experiences. This can help us make more informed decisions, avoid misunderstandings and conflicts, and work more effectively with others.

Active listening and asking thoughtful questions are essential skills for building strong relationships, fostering effective communication, and becoming a successful leader. By using these skills, we can create more meaningful connections with others, better understand their needs and perspectives, and ultimately achieve greater success in our personal and professional lives.

24. Be empathetic and try to see things from their perspective.

PHILOSOPHY:

Empathy is the ability to understand and share the feelings of others. When we make an effort to see things from someone else's perspective and understand their feelings, we can build stronger connections and foster mutual respect and understanding. It helps us to connect with people on a deeper level, and show compassion and kindness.

EXAMPLES:

1. When someone is going through a difficult time, we can try to see things from their perspective and understand their feelings. This can involve asking them how they are feeling and actively listening to their response. By acknowledging their feelings and showing empathy, we can provide support and comfort.
2. When faced with a disagreement or conflict, we can make an effort to understand the other person's perspective and feelings. This can involve putting ourselves in their shoes and trying to see things from their point of view. By showing empathy, we can find common ground and work towards a resolution that benefits all parties involved.
3. When interacting with someone from a different culture or background, we can try to understand their perspective and the challenges they may face. This can involve learning about their culture and experiences and making an effort to be respectful and understanding.

ISLAMIC POINT OF VIEW:

Prophet Muhammad (Peace Be Upon Him) was known for his empathy and compassion towards others. In a hadeeth narrated by Anas bin Malik, he said, "The Messenger of Allaah (Peace Be Upon Him) was the most compassionate of people towards his family, and the best of them in

character" (Bukhari).

This hadeeth highlights the importance of empathy and compassion in building strong relationships, and demonstrates the example set by Prophet Muhammad (Peace Be Upon Him).

In Surah Al-Hujurat, verse 10, Allaah says, "Indeed, the believers are brothers. So make peace between your brothers and fear Allaah that you may receive mercy." This verse emphasizes the importance of building strong relationships among believers and highlights the need for empathy and understanding in resolving conflicts and building peace.

CONCLUSION:

Being empathetic and trying to see things from another person's perspective is a powerful tool for building strong relationships and becoming an effective leader. When we take the time to truly understand someone else's point of view and show that we care about their feelings, they are more likely to trust and respect us.

By demonstrating empathy, we can create a positive and supportive environment that fosters teamwork and collaboration. This can help us to build strong relationships with our colleagues, employees, and customers, leading to increased loyalty, productivity, and success.

Being empathetic and seeing things from another's perspective is a crucial skill for anyone looking to win friends and become a beloved leader. It shows that we care about others and are willing to make the effort to understand and support them. By making empathy a priority in our interactions with others, we can build stronger relationships and achieve greater success in all areas of our lives.

25. Be open-minded and non-judgmental.

PHILOSOPHY:

Being open-minded and non-judgmental means that we approach others with a willingness to understand their perspectives, without preconceived notions or biases. It is important to recognize that everyone has unique experiences and backgrounds that shape their views and beliefs. By adopting an open-minded and non-judgmental approach, we can foster mutual respect and understanding, and build stronger relationships.

EXAMPLES:

1. When interacting with individuals who hold different beliefs or opinions than us, we can adopt an open-minded and non-judgmental attitude. This can involve actively listening to

- their perspectives, asking questions to gain a better understanding, and refraining from making assumptions or passing judgment.
2. When faced with a situation where our initial reaction may be to judge or criticize someone, we can take a step back and try to understand their point of view. This can involve reflecting on our own biases and prejudices and making a conscious effort to approach the situation with empathy and understanding.
 3. When working in a diverse team or group, we can embrace differences and recognize the value that everyone brings. This can involve actively seeking out diverse perspectives, encouraging open communication, and creating a safe and inclusive environment where everyone feels heard and respected.

ISLAMIC POINT OF VIEW:

Prophet Muhammad (Peace Be Upon Him) exemplified the values of openness and non-judgmentalism in his interactions with others. In a hadeeth narrated by Abdullah bin Umar reported: The Prophet, peace and blessings be upon him, said, "When one of you sees anything in his brother that he dislikes, let him overlook it." (Taken from the book of Sahih Muslim 2559)

This hadeeth emphasizes the importance of looking beyond superficial differences and

recognizing the value of every individual, regardless of their background or appearance.

In Surah Al-Hujurat, verse 13, Allaah says, "O you who have believed, let not a people ridicule [another] people; perhaps they may be better than them; nor let women ridicule [other] women; perhaps they may be better than them. And do not insult one another and do not call each other by [offensive] nicknames." (Quran 49:11)

This verse highlights the importance of embracing diversity and recognizing the value that every individual brings. By striving to be open-minded and non-judgmental, we can foster unity and build stronger relationships within our communities.

CONCLUSION:

Being open-minded and non-judgmental can help us win friends and become a beloved leader because it allows us to create a safe and welcoming space for others. When we approach people without preconceived notions or judgments, we show them that we value and respect them as individuals. This creates an environment where people feel comfortable sharing their thoughts, feelings, and ideas, and allows us to build meaningful connections.

By being open-minded and non-judgmental, we can also learn from others and expand our own

perspectives. We become better listeners and communicators, and we can approach situations with empathy and understanding.

Being open-minded and non-judgmental can help us win friends and become a beloved leader by creating a welcoming space, building meaningful connections, learning from others, and becoming better communicators.

26. Show appreciation for what they do.

PHILOSOPHY:

Showing appreciation for what others do is an essential aspect of building strong relationships with others. When we acknowledge and express gratitude for someone's efforts, we make them feel valued and respected, which can strengthen our bond with them. This philosophy is rooted in the Islamic concept of shukr (gratitude) and the importance of acknowledging and appreciating the blessings bestowed upon us.

EXAMPLES:

1. Thanking a colleague for going above and beyond on a project and acknowledging their hard work and dedication.

2. Praising a family member for their help and support during a difficult time and expressing how much their efforts meant to you.
3. Acknowledging a friend's skills or talents and expressing how much you admire and appreciate them.

ISLAMIC POINT OF VIEW:

Prophet Muhammad (Peace Be Upon Him) was known for showing appreciation and gratitude towards his companions and those around him. He would often praise his companions and acknowledge their contributions. In a hadeeth narrated by Abu Hoorairah, the Prophet said, "He who does not thank the people is not thankful to Allaah" (Sunan Abu Dawud 4811).

In the Quran, Allaah Almighty emphasizes the importance of showing gratitude towards Him and towards others. In Surah Ibrahim, verse 7, Allaah Almighty says, "And [remember] when your Lord proclaimed, 'If you are grateful, I will surely increase you [in favor]; but if you deny, indeed, My punishment is severe.'"

In conclusion, showing appreciation for what others do is a fundamental aspect of building and maintaining positive relationships. By expressing gratitude and acknowledging others' efforts, we can strengthen our connections with them and

create a more harmonious and supportive community.

CONCLUSION:

Showing appreciation for what others do can help to strengthen relationships and build trust. When people feel valued and appreciated for their efforts, they are more likely to continue doing good work and feel motivated to go above and beyond. This can help you win friends and become a leader as people will want to work with someone who recognizes and acknowledges their contributions.

When you show appreciation, you demonstrate that you are paying attention to the efforts of those around you. This can lead to a more positive and collaborative environment where people feel seen and heard. It can also help to foster a culture of gratitude, where everyone is encouraged to recognize and appreciate the efforts of others.

Showing appreciation is an important aspect of building strong relationships and can help you win friends and become a leader. By recognizing and acknowledging the efforts of those around you, you can create a positive and collaborative environment where everyone feels valued and motivated to do their best work.

27. Be reliable and keep your promises.

PHILOSOPHY:

Being reliable and keeping our promises is essential in building trust and maintaining strong relationships with others. When we follow through on our commitments, we demonstrate our dependability and reliability, which can lead to increased respect and admiration from others. This can help us to build a reputation as someone who is trustworthy and dependable and can lead to opportunities for growth and success in various aspects of our lives.

EXAMPLES:

1. When we make a promise or commitment to someone, we should take it seriously and do everything in our power to follow through on it. This can involve setting realistic expectations, being proactive in fulfilling our obligations, and communicating effectively with others.
2. When we fail to keep our promises, it can lead to disappointment, frustration, and a loss of trust from others. By being reliable and keeping our promises, we can demonstrate our commitment to others and build stronger, more meaningful relationships.

3. Being reliable can also have positive effects on our own personal growth and development. By developing a reputation for reliability, we can increase our confidence, improve our self-esteem, and enhance our sense of responsibility.

ISLAMIC POINT OF VIEW:

Prophet Muhammad (Peace Be Upon Him) was known for his honesty and reliability, and he stressed the importance of keeping promises and fulfilling obligations. In a hadeeth narrated by Abu Hooraira, the Prophet (Peace Be Upon Him) said, "The signs of a hypocrite are three: when he speaks, he lies; when he makes a promise, he breaks it; and when he is entrusted with something, he betrays that trust" (Bukhari and Muslim).

This hadeeth emphasizes the importance of honesty and reliability and highlights the negative consequences of breaking promises and betraying trust.

In Surah Al-Isra, verse 34, Allaah says, "And fulfill [every] commitment. Indeed, the commitment is ever [that about which one will be] questioned." This verse emphasizes the importance of fulfilling our commitments and keeping our promises.

By fulfilling our obligations, we can demonstrate our dependability and reliability, and can earn the

trust and respect of those around us.

CONCLUSION:

Being reliable and keeping promises is a fundamental aspect of building trust and credibility with others, which is crucial for winning friends and becoming a beloved leader. When you consistently follow through on your commitments and keep your promises, people are more likely to rely on you and have confidence in your abilities.

In turn, this can lead to stronger relationships and a greater sense of loyalty from those around you. People are naturally drawn to those who are dependable and trustworthy, and being reliable can help you stand out as a leader who can be counted on to deliver.

By establishing a reputation for reliability, you can also gain influence and respect among your peers and colleagues. People will be more likely to turn to you for guidance and support, and you can become a valuable asset to your team or organization.

Being reliable and keeping your promises can help you build trust, strengthen relationships, and establish yourself as a dependable leader.

28. Respect people's privacy and personal space.

PHILOSOPHY:

Respecting people's privacy and personal space is an important aspect of treating others with dignity and respect. It shows that we value their autonomy and individuality and recognizes their right to control their own lives and personal information.

By respecting people's privacy and personal space, we demonstrate our commitment to building trust and fostering healthy relationships.

EXAMPLES:

1. When engaging in conversation with someone, we can avoid asking overly personal questions or prying into their private life without their consent. This can involve being mindful of our language and tone, and respecting boundaries that others may set.
2. When in public spaces, we can be aware of our physical proximity to others and give them ample personal space. This can involve maintaining a comfortable distance, avoiding unnecessary touching or physical contact, and being mindful of personal boundaries.
3. When interacting with others online, we can respect their privacy by avoiding sharing their personal information without their consent. This can involve being mindful of our online behavior, avoiding gossip or sharing rumors,

and respecting others' right to control their own online presence.

ISLAMIC POINT OF VIEW:

Prophet Muhammad (Peace Be Upon Him) said "Do not enter houses other than your own until you have sought permission and greeted their inmates." (Sahih Al-Bukhari 1246)

This hadeeth emphasizes the importance of seeking permission before entering someone's personal space, such as their home. It shows that respecting someone's privacy is a fundamental aspect of Islam.

In Quran, Allaah almighty says: "And if you do not find anyone therein, do not enter them until permission has been given you. And if it is said to you, 'Go back,' then go back; it is purer for you. And Allaah is Knowing of what you do." (Quran 24:28)

This verse emphasizes the importance of respecting the boundaries of others, even if it means delaying one's own plans. It shows that Islam places a great emphasis on respecting the privacy and personal space of others.

CONCLUSION:

Respecting people's privacy and personal space is a crucial aspect of building healthy relationships, gaining trust, and becoming a respected leader.

When we respect people's boundaries, we show that we value and care for them as individuals. This helps to build trust and establish a sense of mutual respect, which can ultimately lead to stronger and more meaningful connections.

Respecting privacy and personal space can also help us to avoid misunderstandings and conflicts. When we are considerate of others' boundaries, we are less likely to inadvertently offend or upset them. Instead, we can communicate in a way that is respectful and mindful of their needs and preferences.

Respecting people's privacy and personal space is an essential component of building positive relationships and becoming a successful leader. By demonstrating that we value and care for others as individuals, we can earn their trust and respect, and ultimately achieve our goals more effectively.

29. Be approachable and easy to talk to.

PHILOSOPHY:

Being approachable and easy to talk to is important for building strong relationships and fostering open communication. When we are approachable, others are more likely to feel comfortable opening up to us, sharing their thoughts and feelings, and seeking our advice and support. This can help to build trust, strengthen

bonds, and create a more positive and supportive environment.

EXAMPLES:

1. Being approachable can involve being open and friendly towards others, greeting them with a smile and showing genuine interest in their well-being. This can help to create a welcoming and positive atmosphere and make others feel more comfortable approaching us.
 2. Being easy to talk to can involve being a good listener, showing empathy and understanding, and avoiding judgment or criticism. When others feel heard and understood, they are more likely to open up and share their thoughts and feelings.
 3. Being approachable and easy to talk to can also involve being available and responsive to others' needs. This can involve making time for others, responding promptly to messages or requests, and being willing to offer support and advice when needed.
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ISLAMIC POINT OF VIEW:

Prophet Muhammad (Peace Be Upon Him) was known for his approachability and kindness towards others. In a hadeeth narrated by Anas bin Malik, he said, "The Prophet (Peace Be Upon Him) was the most kind-hearted and the most generous

of people.

He was easy to approach and easy to talk to. Whoever came to him with a need was never turned away" (Bukhari).

This hadeeth highlights the importance of being approachable and easy to talk to, and demonstrates the example set by Prophet Muhammad (Peace Be Upon Him).

In Surah Al-Imran, verse 159, Allaah says, "So by mercy from Allaah, [O Muhammad], you were lenient with them. And if you had been rude [in speech] and harsh in heart, they would have disbanded from you.

So, pardon them and ask forgiveness for them and consult them in the matter. And when you have decided, then rely upon Allaah. Indeed, Allaah loves those who rely [upon Him]."

This verse emphasizes the importance of being kind, merciful, and approachable towards others, and highlights the value of seeking counsel and advice from others.

CONCLUSION:

Being approachable and easy to talk to is an important aspect of developing strong

relationships and building trust.

It allows others to feel comfortable around you, which can lead to better communication, more open dialogue, and ultimately, a deeper connection. When people feel at ease in your presence, they are more likely to seek out your company and turn to you for guidance or support.

In terms of leadership, being approachable can create a more collaborative environment and foster a sense of teamwork among colleagues or team members. It can also make you more accessible to those who may need your leadership or guidance.

Being approachable and easy to talk to is an essential quality to have when building relationships and leading others. It can help you win friends, build trust, and become a beloved leader.

30. Be flexible and adaptable.

PHILOSOPHY:

Being flexible and adaptable is important in both personal and professional relationships. It reflects the idea that we should be open to change and willing to adjust our approach to accommodate the needs and preferences of others. By being flexible and adaptable, we demonstrate our

willingness to work collaboratively and find solutions that benefit everyone involved.

EXAMPLES:

1. In a work setting, being flexible and adaptable can involve being open to new ideas and approaches and being willing to adjust our work style to fit with the needs and preferences of our colleagues and clients.
 2. In a personal relationship, being flexible and adaptable can involve being open to compromise and finding ways to meet the needs and preferences of both individuals in the relationship.
 3. In a social or cultural setting, being flexible and adaptable can involve being respectful of different customs and traditions and being willing to adjust our behavior and communication style to accommodate different cultural norms.
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ISLAMIC POINT OF VIEW:

Prophet Muhammad (Peace Be Upon Him) was known for his ability to adapt to different situations and accommodate the needs and preferences of others. In a hadeeth narrated by Anas bin Malik, he said, "The Prophet (Peace Be Upon Him) would adapt his behavior to the people he was with" (Bukhari).

This hadeeth emphasizes the importance of adapting to different situations and being considerate of the needs and preferences of others, and demonstrates the example set by Prophet Muhammad (Peace Be Upon Him).

In Surah Al-Baqarah, verse 143, Allaah says, "Thus, We have made you a moderate nation that you may be witnesses over mankind and the Messenger may be a witness over you."

This verse emphasizes the importance of being a moderate and balanced nation and highlights the value of being flexible and adaptable to accommodate different perspectives and opinions. By being adaptable and open to different ideas and approaches, we can build stronger relationships and work towards common goals

CONCLUSION:

Being flexible and adaptable can help you communicate more effectively with people from different backgrounds and cultures. This can lead to better understanding and stronger relationships.

When you show that you are willing to adapt to different situations and work with people in a flexible manner, it can help build trust and respect.

Encourages innovation: A flexible mindset allows

you to see things from different perspectives and encourages you to explore new ideas and approaches. This can lead to innovation and growth.

Being flexible and adaptable is an important trait that can help you win friends and become a beloved leader. It enables you to build strong relationships, communicate more effectively, build trust, and encourage innovation.

LAST WORDS

By acquiring above mentioned qualities or habits, one can significantly improve their ability to win friends, be a beloved leader and maintain meaningful relationships.

By being genuinely interested in others, smiling often, remembering names, listening actively, avoiding self-centeredness and selfishness, and exhibiting other positive traits, one can cultivate a friendly and welcoming persona that attracts others towards them.

Furthermore, by following the examples set by the Prophet Muhammad (peace be upon him) and the teachings of the Quran, one can attain the best character and values in building and maintaining friendships. Remember, friendship is a two-way street, and by being a good friend, you are more likely to attract good friends. So, let us strive to be

the best friends we can be, and may Allaah Almighty bless us all with sincere and long-lasting friendships.

ABOUT THE AUTHOR



Shabbir Munir Khan was born in Pune City, India. He attended Moledina Technical High School in Pune City, receiving a well-rounded technical and non-technical education that laid the foundation for his future success.

After completing his studies in Computer Technologies, Shabbir embarked on a career in Networking using Novel Networks and moved to Doha Qatar in 1994 to work for ICS – International Computer Systems.

In January 1996 Shabbir moved to Dubai, after working for some months as Network Engineer he was given an opportunity to start a new career in data analytics, Shabbir fell in love with data analytics and is married to the Data sciences industry. In Dubai, he offered consulting services using BusinessObjects and Arbor Essbase BI technologies.

Following his impactful tenure at Bin Zayed Group Dubai, which concluded in February 2000, Shabbir embarked on an exciting new chapter of his career by relocating to the United States of America.

In no time, his reputation as a formidable professional soared in the field. Leveraging his unique skills and profound knowledge, he emerged as a leading catalyst for businesses and organizations. Shabbir's data-driven insights and strategies played a critical role in transforming operations and delivering increasingly successful outcomes.

In 2006, Shabbir founded RITNOA Inc, an Sap software consulting company that provided customized solutions to clients across a range of industries. Under his leadership, the company grew and thrived, earning a reputation for innovation, excellence, and exceptional customer service.

Today, Shabbir is based out of New York City, where he continues to pursue his passion for data science and technology as a technology executive management. He has authored several books which are available on Amazon Kindle. In his spare time, besides writing books, cooking Indian dishes specially mutton Biryani, he enjoys reading and writing Urdu poetry, drawing inspiration from the rich literary traditions of his Pune City - India.

Throughout his life and career, Shabbir has remained committed to excellence, innovation, and making a positive impact in the world. His story serves as a testament to the power of hard work, dedication, and a lifelong love of learning.